



Kimball Area High School

Grade 6

Parent/Student Handbook

2018-2019

Visit our school website at:

www.kimball.k12.mn.us

Kimball Area High School
100 Highway 55 West
P.O. Box 368
Kimball, MN 55353-0368

Phone: 320-398-7700

Fax: 320-398-7733

Mission Statement:

Empowering students to achieve life-long learning

Sign Off Form
Dear Parent/Guardian,

**After you have read the contents of this handbook,
Parent/Guardian Guideline and have discussed it with your
child/children, please complete the form below, tear it off and
return it with your child at Kimball Area High School to his/her
classroom teacher no later than Friday, September 16.**

_____ **We have reviewed the Family and Student Handbook.**

Parent Signature: _____

Date: _____

**Dear Students and Parents:
Welcome to the Kimball Area High School!**

Our school is committed to providing a strong educational program for our children. We are devoted to creating a nurturing, safe and welcoming school climate for our families and students. We encourage family involvement and want to work as partners with parents to provide the best educational experience for our children.

This handbook was created to help you learn about our policies, procedures and expectations as a member of the Kimball community. As with most printed material, unforeseen circumstances may warrant some changes as we go through the school year. However, we have made an attempt to give you clear and accurate information that will be valuable as we go through the school year. It is not possible to include policies and procedures that will encompass every situation that comes up during a school year. When unique situations arise, Kimball staff will do their best to make positive decisions based on the information at hand. We want all students to be happy at school and to learn all that they possibly can. Student success is very important.

Be Safe... Be Kind... Be a Positive Learner... Be Your Best... It's the Kimball Way!

The high school office is open from 7:30 to 4:00 on school days and most days during the summer. Students should not be dropped off at school before 7:45 or left at school after 3:15 unless they are supervised by a staff member or activity leader scheduled through Community Education. Please help us keep your children safe.

Bullying Prohibition Policy

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen the

prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or

property; or

4. creating a hostile educational environment for a student.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or

educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Buses

Students have the privilege of utilizing the transportation services contracted by KAHS. A student who fails to maintain appropriate conduct when on a bus, waiting for a bus, or walking to or from a bus stop may be suspended from riding the bus or may be subject to other necessary action as outlined in the district policy, which is available in the school district office. All school rules apply to all buses at all times. Students in grades 6-10 participate in annual bus safety training every fall.

The driver of any school bus deserves everyone's respect and attention. No food or drink may be consumed on school buses without permission of the driver.

If you or your parents have concerns about the buses, please contact the principal or the owner of the bus immediately. The safety of all riders is important. Drivers have been instructed not to allow more than two friends to ride home with you on your bus. Make other transportation arrangements if you're taking home a group of friends. Notes from home and signed by both a parent and an office staff member must accompany students

who ride alternate buses to help insure that parents are aware of where their children are going and drivers are aware of the change in ridership.

Cheating/Academic Dishonesty

See page 16 in the discipline policy portion of this handbook.

Closings

In the event school closes, starts late or closes early because of bad weather, you will receive a message from our JMC System of any closings. Please make sure you have updated all of your contact information with the office staff. In addition, announcements will be broadcast over the following radio stations.

WCCO-am, 830 KYRS-fm, 94.1 WJON-am, 1240 WWJO-fm, 98.1 KDUZ-am, 1260 KZPK-fm, 98.9 KLFD-am 1410 KCLD-fm, 104.7 KNSI-am, 1450 KKJR-fm, 107.

Kimball Area Public Schools also notifies the following television stations when bad weather occurs:

WCCO- channel 4, KARE- channel 11, KSTP- channel 5

Closed campus—Locked doors

KAHS maintains a closed campus. This means students who leave the building without adult supervision or permission are in violation of school policy and are subject to school consequence. This includes student lunch-time. Students who leave for any reason must sign out through the office before they leave. Entrance to the school during the day is limited for the protection of students and staff. After 8:30 the only doors remaining unlocked will be those nearest the high school and district offices.

Counseling and Guidance

The high school guidance office is located next to the high school office. Students can meet with the Chemical Dependency (CD) Counselor, School Psychologist, or School Guidance Counselor in the guidance office. The CD Counselor works on a part-time basis two days per week in the district. The School Psychologist also works on a part-time basis and is in the high school one day per week and at the elementary one day per week.

The school guidance counselor meets with students for a variety of reasons including the following: academic counseling, career counseling, group counseling, class scheduling and registration, counseling in areas related to physical, psychological, social and emotional health, state testing, career testing, college entrance testing, and a number of other areas. Please feel free to contact the school counselor at any time if you have concerns about your son or daughter. The counselor can be reached at 320-398-7700 x320 or jay.klein@kimball.k12.mn.us.

Dress Code

All clothing must be modest and appropriate for an educational setting. Student dress or appearance must not be hazardous to the health or safety of anyone in the school community, nor shall it have a negative effect on or be disruptive to the educational process. Clothing may not cause damage to school property. Messages printed on clothing must be in good taste. **No clothing advertising alcohol, illegal substances, containing sexual innuendo, or with profanity will be permitted.** Shoes are to be worn at all times in the school buildings to prevent possible injury. Specific definitions of “modest” include but are not limited to: two-inch straps on sleeveless tops, midriff covered while standing, necklines that are modest, and no short shorts. Shorts, skorts, and skirts must extend to at least mid-thigh. Parents are asked to assist in having their children dress in a manner appropriate for learning.

Students in violation of this code will be isolated from other students until appropriate clothing is provided from home. In addition, the dress code also applies to special dress up days such as Halloween, etc.

Drills

Fire, Tornado, and Lock-Down: Emergency drills are held throughout the school year. In the event of a real fire or other emergency our students and staff will move to the Methodist Church or Hendricks Bus Company until arrangements can be made to get them safely home.

Electronic Devices

Over the past few years, electronic devices have become affordable to students. While many of these create a convenience for family and student communication, they are also distracting to the educational process. For that reason some restriction to the use of some electronic devices are noted below. With documented need some exceptions to these rules may exist. Contact the school principal if you wish to make an exception. The school is not responsible for the loss of personal property you bring to school. To avoid loss or theft, it is best to keep these items at home whenever possible.

Cell phones must not be used for any reason during the class period unless permission is granted by the teacher (this includes the Media center). Students may not leave class to use cell phones. Students misusing cell phones will have the phone taken away and a parent meeting may be scheduled. **Cell phones are not to be used in the locker rooms or bathrooms for any reason.** Parents needing to contact their son/daughter are urged to call the office and have a message delivered to the student. Posting of any video or audio content on the internet from any classroom or school activity is prohibited unless

written consent has been obtain from an authorized school official. Severe disciplinary action will take place for violations including possible legal ramification.

iPods or MP3 players may be used at the discretion of the classroom teacher.

Laser pens, because of their potential danger and misinterpretation of intent of use, are not to be used by students at school or school events. Any such item brought to school will be confiscated and returned only to a parent or law enforcement.

Food and Beverages

Food and drink are not allowed in classrooms except in special circumstances as approved by the supervising staff member. Furthermore, food and drink are not allowed in the gyms, computer labs, or media center during the school day.

Food stored in lockers must be in sealed containers or appropriate packaging. Beverages are to be in sealed, non-glass containers. Candy and gum will be allowed only if students maintain an acceptable practice of keeping used gum and wrappers in the trash.

Students bringing items not allowed will have them confiscated.

Fund-Raising

Fund raising activities (concessions, button sales, candy sales, dances, etc.) will need the permission of the principal and, on occasion, permission of the Board of Education. Plan these activities in conjunction with your advisor and the principal.

Candy and pop sales are not allowed during lunch.

Health and Nursing Services

A student who feels ill during the school day should report to the office. Students may rest or may be sent home, provided the parent or designated adult can be reached. Parents will be contacted whenever possible. No ill student can be released from school without the knowledge and consent of the parent/guardian as submitted annually on the emergency form. **For documentation purposes, students calling home to be picked up due to illness need to call from the high school office for the absence to be excused. Cell phone calls and texts may not be excused.**

Students must inform the office of any need to consume prescription or over-the-counter medications. Parents should report to the school nurse or office staff any communicable illness a student contracts. Chronic illnesses such as diabetes or injuries should be reported to the school at the beginning of each school year and as often as the student's condition changes. A school nurse is available for vision, hearing and scoliosis screenings.

Homeless Policy

The Kimball School District will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. This district will also follow the requirements of the McKinney-Vento Act. It is the policy of our district to view children as individuals. Therefore, this policy will not refer to children as *homeless*; it will instead use the term *children and youth in transition*. Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state- and district-wide assessments and accountability systems. Our schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

Internet Access

The use of the Internet as a valid research tool has become widely accepted in schools. KAHS allows all students limited access to the Internet for educational purposes. This use is monitored and filtered with a commercial block of many inappropriate sites. Parents who wish their child to be denied access to the internet must contact the school office or media center. For a full copy of the district's Internet policy, contact the school district office.

Latex

Due to an increasing number of allergies to latex, this product is not allowed in the high school. Local florists have been advised that latex balloons cannot be delivered into school. Students likewise are not allowed to bring latex balloons into the building.

Lockers and Searches

Each student will be issued a locker to be used to store outerwear and school items. It is each student's responsibility to keep that locker clean and orderly. For the safety and protection of all students lockers must be kept locked and in working order. Jamming the locker preventing the lock from operating is not acceptable and may result in charges of damage to school property. No stickers or marks are to be placed on the inside or outside of the locker. Students are responsible for removing all notes, pictures, and marks at the conclusion of the school year.

Minn. Stat 121A.72 reads: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of student lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker

may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

Students are asked to keep items of great value at home. If these items must be brought to school, they should be checked in at the office or with a teacher to secure them. The school is not responsible for lost or stolen items.

Periodic locker checks may be conducted by homeroom teachers as the lockers of property of Kimball Area High School. Canine searches of the locker areas and other areas around school may be conducted on a random basis and within regulations of applicable laws.

Loitering

Students are not allowed to loiter in the halls, locker areas or other parts of the school without adult supervision. This is true during the day and before and after school. Students are expected to leave school by 3:15 unless they are part of a supervised activity. For their own safety students should have transportation arranged for evening events prior to the event.

Lost or Found Property

There is a box in the High School office for lost and found items. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost, destroyed, or damaged by students.

Breakfast and Lunches

Kimball Schools contract with Taher to provide a nutritious lunch program. Payments may be made directly to Taher staff at times designated by the food service company. Students wanting to eat breakfast at school will be charged \$1.50. The standard hot lunch costs \$2.65 and milk costs 40¢. Ala carte items are sold at various prices on a cash basis. Information on free and reduced cost lunches is available through the district office.

Media Services

The library/media center, as-well-as the computing centers, are designed to be used for research, reading, computing, and limited study. Fiction and nonfiction books may be checked out for a three-week period while reference materials may be checked out overnight only. Fines may be assessed at the discretion of the media staff.

Library and computing center privileges may be lost due to inappropriate use of materials, including the inappropriate use of the internet, or if property is not properly cared for.

Parental Rights

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers.

Pets

At certain times during the year students may wish to bring a pet to school as part of a class project or speech. This is acceptable only if the teacher notifies the office staff of this need and the pet is here only for the minimum time needed.

Posters and Advertisement Procedures

All posters and advertisements posted on school property must have the prior permission and stamp of approval from the building principal. Posters will be reviewed as to the relevance to the school program. The building principal will also establish the place or places where information may be posted. This policy is in effect for both school and non-school groups. Masking tape should be used when bulletin boards or strips are not available. Those individuals hanging posters are responsible for taking them down as soon as possible after an event is over.

Private Data

Kimball Area High School does not release private data to organizations or individuals unless permitted by district policy or state/federal law. Military recruiters are allowed to gather names and addresses from school unless parents specifically request such information not be released. Concurrent Enrollment (College classes) and Tech Prep courses do require some private data for the purpose of issuing credit and to help measure effectiveness of the program.

Telephone Access

School telephone service is intended for business use only. Students will not be called to a telephone unless an emergency exists. A courtesy phone is available for student use in the office when permission from their teacher and the office staff is given. Students are expected to keep phone conversations brief. Room phones are not to be answered or used by any student during the school day unless the teacher has given permission for a single use.

Testing

KAHS offers a comprehensive testing program to its students, including Minnesota state testing. The guidance counselor provides information and opportunities for additional testing programs, including: PSAT, ACT, and SAT, and ASVAB. Students and parents may view test results by contacting the guidance counselor.

Visitors

All visitors must register in the high school office upon entering school. School-aged visitors are not allowed at KAHS unless they have a specific appointment with a staff member or are invited by the principal. Please do not invite guests, including friends, cousins and other relatives to attend school with you. It will not be possible to honor your request. Parents and grandparents are welcome to visit classes at KAHS but need to arrange these visits ahead of time whenever possible.

Attendance and Discipline Policies As adopted by The Board of Education

Attendance Policy

Many studies draw a strong correlation between good attendance at school and future success in a career. Also, the State of Minnesota requires attendance of all students ages 7-18. Minnesota Statute 120A.22—Minnesota Compulsory Instruction Law. To those ends, the Kimball Public Schools have established a policy regulating school attendance.

Students are responsible for making sure that they are in attendance each and every hour unless verified by their parents and/or the school.

Parents are responsible for making sure their children are in attendance and only attempt to excuse absences that are necessary. Failure to report excuses for absences in a timely manner may result in school consequence and/or a truancy report (see “Truancy” below for more details).

The following guidelines are set forth to govern school attendance so that students are afforded every opportunity to learn.

Excessive absences (both excused and unexcused totaled) will negatively affect student performance and may prohibit the issuance of school credit. **Students who miss one class more than ten (10) time per semester without documented extenuating circumstances may be denied credit in that class.** Students and parents have the opportunity to appeal that decision by requesting such to the principal and scheduling a meeting with the faculty review panel within one calendar week (7 days) of receiving the Credit Loss and Attendance Notification. This panel will determine continued eligibility for school credit in any class(s) and extra-curricular activity where absences have exceeded ten. In an appeal hearing parents and students have the opportunity to explain circumstances they believe warrant adherence to this district policy. In the event of denial of credit a meeting will be held with the guidance counselor to discuss ways for the student to earn high school credit toward a diploma. A two-week follow-up contact will also be made.

To Excuse an Absence: Parents must call the high school office (398-7700 ext. 304) on the date of the absence. Messages may be left on this line at anytime, as it is available 24 hours a day. A written note with the reason for the absence needs to be sent with the student upon return to school so that when the student stops in the office for an admit slip it may be noted whether the absence was excused or unexcused. This slip is then to be shown to teachers so missed work may be assigned. Notes or messages not received in the office within one school day may result in unexcused absences. An admit slip will be issued to the student marked either excused or unexcused; this slip is to be taken to each class by the student.

Excused Absences: Absences due to student illness, injury, medical or dental appointments (request a note from the office with times noted) funeral, church attendance, and any merited cases where there is agreement between home, school and student as to the purpose and validity of the absence, and where prior arrangements have been made with the principal will be considered excused absences. The principal or designee retains the right to excuse or not excuse any student absence. Seniors will be allowed two college visits per school year. If these are arranged in cooperation with the school counselor, they will not be counted toward the accumulation of the ten allowed semester absences. School activities do not count in the accumulation of the ten allowed absences.

Make-Up Work: When students miss school it should be expected that they will have work to complete. The classroom teacher(s) will work with each student to determine a reasonable time line for submission of late schoolwork. A classroom teacher will indicate a due date on any schoolwork assigned upon a receipt of a make up slip prior to the

absence whenever possible. Parents should call to collect work whenever a student is absent.

Unexcused Absences: Any absence not listed in the excused absence paragraph will be considered unexcused. Credit for work missed for unexcused absences will not be given. Students involved in sports or activities will not be allowed to participate in a game on a date when there is an unexcused absence.

Unexcused absences will receive consequences on a 1:1 basis. In other words, one hour missed equals one hour of detention, a full day or a partial day of more than three hours may result in one Saturday School.

Tardiness: Any student late to class (within the first 15 minutes of first hour or within the first 5 minutes of hours 2-7) will be considered tardy. Students may be excused if they have a valid note from a parent or a staff member. Teachers who need to hold a student from a class for more than 5 minutes must arrange this with the receiving teacher.

All teachers will assign a reasonable consequence for the first through fourth tardy. One hour of detention will be assigned for each fifth through tenth tardy. A student who is tardy 10 or more times may lose credit in that class. Students who wish to retain credit after the tenth tardy must make appeal to the attendance review panel within one calendar week (7 days) after the Credit Loss and Attendance Appeal Notification is received. The student is expected to be in attendance for class until the panel has made a decision.

Truancy: Absence without valid excuse is considered truancy for all students under the age of eighteen. Minnesota Compulsory Instruction Law 120A.22 and Minnesota Statute, Chapter 260 require that the principal or designee make referral to the county attorneys office when a student becomes a continuing truant (missing three or more hours unexcused on three or more days) or a habitual truant (missing seven or more hours on seven or more days) as defined by Minnesota Statutes, Chapter 260. Students and/or parents can be charged in court for truancy and/or educational neglect if students miss without valid reason being given to the high school office. Parents or guardians may be charged under Minnesota Statute 120A.34 for failure to compel their child to attend school. Under the provisions of Minnesota Statute 260A.03, Sub. 8 students may have driving privileges delayed for truancy from school.

Illness once at school: A student who becomes ill while at school must report to the high school office. Student's calling home need to do so from a school phone in the high

school office. Students may rest or may be sent home, provided a parent or designated adult can be reached. Students leaving school without approval from office staff will be considered unexcused. Students spending more than 10 minutes in the nurse's office from any class hour will be considered absent from that class.

Trips: All trips must be approved at least three days in advance by written notice to the office and by picking up a pre-excused make up sheet from office or individual teacher. Pre-excused make up slips should be used for absences including all hunting, fishing, tournament, retreats, vacations etc. Excused absences will be given provided the student makes ample notice and has maintained attendance within district guidelines (no more than ten absences or tardies in the present and previous semester.).

Discipline Policy

All student behavior at Kimball Area Public Schools is to be based on respect and consideration for the rights of others. The rules of the school are intended to ensure a safe and satisfactory experience for all students and staff. Students have the responsibility to demonstrate good school and community citizenship everywhere, at all times.

Any behavior that disrupts the orderly operation of school is grounds for disciplinary action as determined by the principal or designee. Such events will be reviewed on a case-by-case basis. The following guidelines will be used when students do not meet requirements under the code of conduct. The district reserves the right to review all discipline matters on a case-by-case basis. In cases of severe violations the district may alter or move beyond the consequences outlined in this policy.

Consequences

Consequences for violations of school rules and guidelines may include:

Detention: Detention is held outside of a student's regular day in a room supervised by a school employee. Dates and times will be set by a teacher, the principal or the principal's designee. Students are expected to work quietly on school assignments the entire detention time or additional time or another consequence will be assigned.

In School Suspension: Students held on In School Suspension (ISS) are assigned to such by the principal or designee. Students in ISS are held in isolation from other students for all or part of a school day. They are expected to complete school-work and are supervised

by school employees. In many cases students will be assigned to successfully complete behavior learning packets as part of their ISS assignment.

Out of School Suspension: Students are assigned Out of School Suspension (OSS) by a school administrator for violations of conduct. While on OSS students are not allowed to be at school or school events. Showing up at school during an OSS may result in a trespassing violation. Parents must attend a meeting with the principal or designee upon the student's return to school. A report is made in accordance to state law for students on OSS.

Expulsion: Expulsion is an action taken by the I.S.D. #739 Board of Education to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student was expelled within the Kimball Area Public School system.

Violation Categories

Alcohol, Narcotics, and Illegal Drugs: Alcohol and other drugs are both illegal for students and dangerous. The use of these products will not be accepted. Students shall not possess, purchase, sell or be under the influence of alcohol, narcotics, illegal drugs, or drug paraphernalia while on school property, including buses, or while attending school-sponsored events, both home and away. A student found in possession of alcohol or drug products will be asked to surrender same to the staff member making the request. Failure to comply with such a request will result in further disciplinary action. A student found in violation of this policy will be released to the care of his/her parent or guardian or law enforcement officials. Our student assistance counselor and law enforcement officials will be notified upon all violations. The student will be suspended from school for three days and assigned to meet with the school Student Assistance Counselor for four (4) hours for a first offense. A second violation will result in a five-day suspension as well as second referral to law enforcement and Student Assistance Counselor. A parent/guardian conference in the school will be mandatory before reinstatement after any violation. A third violation is grounds for expulsion. Alcohol and drug offenses also bring separate Minnesota High School League penalties upon participating students.

Assault and Weapons: A complete copy of the Board policy on assault and weapons is available in the high school or district office. All acts of assault, fighting and weapons will be referred to law enforcement for review and possible criminal charges. Students involved in making threats or fighting will be suspended for one to five days depending on the severity of the incident. A second offense will result in a five-day suspension and

is grounds for expulsion. Any student in possession of a dangerous weapon will be suspended for five days and may be expelled.

Bus Behavior: The Kimball Public School Board of Education has adopted a policy which consequences students who do not follow bus rules. A complete copy of this policy is available in the high school or district office. Students riding buses to and from school or events are not allowed to eat on the bus, move from seat to seat, tease others, spit, throw objects, harrass others. Violations of these "Class I" rules are consequenceed first by warning. "Class II" offenses which include fighting, lighting matches/lighters, hanging out of window, use or possession of tobacco, or other drugs, vandalism, refusing to obey bus personnel, and any behavior that threatens the safety of self or others will result in bus suspensions.

Cheating: Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism (copying work that was done by another) are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others during class time on projects meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, or the Internet.

Plagiarism: Plagiarism is the intentional or unintentional use and presentation of another person's **words or ideas** as one's own. When a student fails to acknowledge his/her sources, the sources' ideas, and the sources' words, the student has committed plagiarism.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

Fire Emergencies: Causing a false fire alarm or the sounding of a bell on an emergency exit door is a violation of school rules and a criminal offense by Minnesota law. The school

will report the individual to the police and the individual will be suspended immediately. A person responsible for a false fire alarm may be subject to repayment of monetary losses to the City of Kimball (fire department expenses) or to other Stearns County emergency services. Striking a match, attempting to strike a match, igniting a lighter, or starting a fire of any kind—in school, on school property, or on a school bus—will be grounds for immediate suspension from school as well as police notification.

Forgery: Any attempt by a student to make a false signature of a parent or a school employee will be considered forgery. This includes: false representation by phone call, form, note, or other item. The first violation may result in Saturday School Detention or suspension. A second violation will result in a parent conference held at school with administration.

Harassment/Hazing: A complete copy of the Kimball Area Public School District Board Policies prohibiting harassment, hazing and violence are available in the high school and district offices. Harassment is an unwelcome act that interferes with a person's ability to work or learn. It is illegal discrimination toward others based on race/ethnic origin, gender, sex and/or sexual orientation. Hazing is an act of intimidating or coercing someone into doing an act as an initiation into an organization. All acts of violence or intimidation are a violations of District Policy. Harassment and/or hazing may include:

- Offensive or degrading words, actions, or deeds (including but not limited to: name calling, swearing, pushing, shoving, hitting)
- Creating an intimidating, hostile or offensive environment
- Behavior that is not welcomed, is personally offensive, or negatively affects the morale or the student's ability to perform.
- Sexual harassment may include: verbal abuse, pressure for sexual activity, inappropriate touch, patting/pinching or unwelcome touching, sexual violence.
- Any type of physical brutality including exposure to extreme conditions or unreasonable deprivation of physical needs
- Consumption of products that creates a risk to the mental or physical health or safety of the individual
- Mental or physical embarrassment, shame, humiliation, impacting a student's desire to be in or perform at school

All harassment or forms of hazing should be reported to a teacher, counselor or principal for investigation. All complaints will be investigated.

Insubordination: Teachers and other staff members are in charge of every classroom and all school spaces. Reasonable requests or directives toward students will be made when the need arises. Refusal to comply is considered insubordination. Staff members have been assigned the responsibility for supervision of students in the school building or on school grounds and at school-sponsored events. Disciplinary action for insubordination may include: a warning, parent notification, detention or Saturday School. Severe infractions may result in suspension.

Public Displays of Affection: Students observed kissing or displaying other forms of intimate affection will be reminded by peers or staff that these matters are private and have no place in school. Students and staff may report violators to the principal or designee. Forms are available in the office or from teachers. The first offense will result in a verbal warning documented in the office and parent notification. The second offense will result in a student/principal conference, parent notification, and detention. A third offense will result in a parent conference with the principal and detention. Fourth and subsequent offenses will result in a one to three day suspension.

Theft: Property that belongs to the school or other persons at school must be respected and cared for properly. Students found in possession of materials that have not been properly loaned will be considered in violation of this policy. A first violation will result in a 1–3 day suspension and referral to law enforcement. A second violation will result in a 3–5 day suspension and a referral to law enforcement. A third violation will be grounds for expulsion. In all cases, the student found in violation will be expected to make restitution for lost or damaged items.

Tobacco: Students at KAHS shall not possess, purchase, sell or use tobacco products/paraphernalia while on school property, including buses, or while attending school-sponsored functions. A student found in possession of tobacco products/paraphernalia will be asked to surrender same to the staff member making the request. Failure to comply with such a request will result in further disciplinary action. A student found in violation of this policy for the first time will be assigned to ½ day of in school suspension, four (4) hours with the student assistance counselor, and referred to law enforcement for violation of Minnesota law. Parents will be notified of all violations. A repeat offense will call for a two (2) day In School Suspension as well as a referral to the student assistance counselor and law enforcement agencies. A third offense will result in a three (3) day Out of School Suspension and referrals to our chemical health specialist and to law enforcement. A fourth offense will be grounds for expulsion. Tobacco offenses also bring separate Minnesota High School League penalties upon participating students.

Trespassing: Individuals asked by a staff member to leave the building and who refuse to do so may be cited for trespassing. Students on campus during an out of school suspension will be considered trespassing and may be referred to law enforcement.

Vandalism: Students involved in acts that deface or damage school property will be expected to reimburse the school district for the amount of the repair or replacement. A minimum fee of \$25.00 per hour (plus equipment/item replacement) will be assessed for damage to school property that can be repaired by school custodians. Deliberate acts of vandalism toward school property or another's personal property will result in the same consequences listed under Theft.